



RAIC | IRAC
Royal Architectural Institute of Canada
Institut royal d'architecture du Canada

Terms of Reference

RAIC Advisors to Professional Practice (RAPP)

Name

RAIC Advisors to Professional Practice (RAPP)

Type

Operational Standing Committee - Operational Advisors

Purpose

The ultimate purpose of the RAIC Advisors to Professional Practice (RAPP) is to support the RAIC to achieve its purpose in creating a better world for all by empowering Canada's architectural community. The RAPP support the organization to build a strong architectural community that is valued and empowered to create change, specifically through professional practice.

The RAPP will engage the knowledge and experience of licensed architects and other subject matter experts to guide, develop and maintain appropriate resources to support practice in Canada. The RAPP will provide insight into the evolution, unmet needs, and challenges of architectural practice in Canada to inform advocacy initiatives and the practice advisory services offered by the RAIC.

Scope

1. Management of practice queries
2. Maintenance and creation of standard agreement documents (e.g. contracts between architect and client, architect and consultants, etc.)
3. Maintenance of existing publications (e.g. Fee Guide, CHoP)
4. Contributions to RAIC publications (bulletin, website, social platforms)
5. Represent RAIC as delegated by the CEO (e.g. Construction Industry Council, CCDC, FRPAC, NRC, PSPC working groups)
6. Budget and workplan preparation
7. Attend meetings as assigned/requested by CEO
8. Collaborate and work alongside other RAIC groups and committees as required
9. Collaborate with RAIC staff as required
10. Support the RAIC Syllabus
11. Other requirements as needed



The RAPP may identify and reflect upon challenges, opportunities and issues facing Canadian architectural practices to inform the RAIC in its efforts to advocate in the best interests of Canadian architects and the ongoing development and improvement of RAIC products and services.

Authority

The RAPP reports to the CEO or designate. New or amended resources require approval by the CEO prior to distribution.

The RAPP do not have the legal authority to sign contracts, incur liability on behalf of RAIC or to otherwise bind the RAIC.

The RAPP cannot expand or alter the reporting structure without express written permission from the CEO or designate.

Membership

The RAPP will be comprised of no more than 5 individuals, which will include licensed architects who are members in good standing with the RAIC, and a Canadian regulator (as appropriate) and/or other subject matter experts.

Candidates can be identified through an open call for applications via multiple RAIC communication channels and/or direct recruitment. Applications will be evaluated by the CEO, using the following criteria:

- experience in architectural practice
- representation of diversity of perspectives
- knowledge and experience in contracts and contract law
- experience with committee work
- experience in volunteer-intensive organizations
- communication skills (written and verbal)

In addition, expertise in one or more of the following areas is required:

- Sustainability, regenerative design, climate action
- Equity and justice issues (e.g. diversity, inclusion, accessibility, health and wellbeing)
- Indigenous cultural awareness



- Reconciliation

To be inclusive and reflective of the diverse membership of the RAIC, consideration will also be given to providing:

- variety in the type and scale of architectural experience; and
- broad geographical representation including Atlantic Canada, Quebec, Ontario, Prairies, British Columbia, Territories and northern Canada; and
- representation of both official languages; and
- diversity in gender identification, age, sexual orientation, ethnicity and ability

Candidates are appointed directly by the CEO.

The CEO or designate is the chair of the RAPP.

Term

RAPP members will be appointed for a two-year term.

Any appointment may be renewed a second time by the CEO up to a maximum of 4 years of service.

Meetings

The RAPP will meet 10 to 12 times per year, generally monthly, organized by the CEO or designate. Additional ad hoc meetings may be convened. Meetings will be held primarily virtually, by telephone or video conferencing.

In collaboration with the RAPP, the CEO or designate will prepare and issue an agenda, at least one week prior to a meeting. The RAIC will prepare and circulate, via email, to RAPP members, shortly after the meeting, draft minutes of discussion and record of actions.

Members will communicate by email, telephone and video conference between meetings. Ad hoc meetings or team working sessions of a sub-set of RAPP members may be convened between regular meetings, without agendas or minutes being prepared.

Member Roles and Responsibilities

Members are expected to:

- Abide by the RAIC code of conduct;
- Attend all scheduled meetings;



- Review materials provided in preparation for a meeting;
- Attend and participate in meetings;
- Actively engage in designated work;
- Assist in identifying emerging issues.

Members who miss more than one meeting per year and/or do not meet roles and responsibilities are subject to removal from the RAPP by the CEO.

Authority

The RAPP is operational in nature and reports to the CEO or designate. Authority of the RAPP, or a member, to act on behalf of the RAIC is limited to that which is approved by the CEO or designate.

RAPP members/group shall not

- maintain separate bank accounts or investments, purchase property or hire employees; or
- have the legal authority to sign contracts, incur liability on behalf of the RAIC or to otherwise bind the RAIC; or
- expand or alter its structure without express written permission from the RAIC CEO or designate.

The CEO has final decision making authority for matters in the scope of the RAPP.

Reporting

The RAPP is responsible and reports to the CEO.

Copies of meeting minutes shall be retained by RAIC designated staff and RAIC National office.

Resources and budget

The CEO and/or designate(s) is the primary staff resource to the RAPP.

If applicable, continuing education activities must be organized in collaboration with RAIC staff and with RAIC operational policies and processes. RAIC staff maintain final authority and decision making for any continuing education activities.

The RAIC designated staff is responsible for oversight of RAPP budgets. The designated staff will provide financial updates to the RAPP according to RAIC policy and process, as required.

RAIC will provide resources to facilitate meetings for example, tele/videoconference access.



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RAIC will provide operational advisory related to marketing and communication for RAPP work, as required and subject to RAIC policy and procedures.

Contracted or purchased resource expenditures, if required, will be budgeted for consideration and specific approval in advance aligned with RAIC annual budgeting and planning process. The RAPP shall adhere to the Financial and Accounting Policies of the RAIC. The RAPP has no spending authority except as budgeted and authorized within the approved annual budget.

Honoraria

RAPP members shall receive an annual honorarium of \$10,000 CDN, paid in quarterly installments of \$2500 CDN throughout the duration of the term.

Deliverables

Annual workplan and budget (no later than September 1); and

Annual activity report (no later than March 1).

Review

Terms of reference will be reviewed by the RAIC CEO and/or designate annually from the date of approval of this document.